

Tips for Talks

- Speak clearly.
- Speak loudly enough to be heard everywhere in the room.
- Rehearse your talk (and time yourself).
- Keep within your time limit.
- Make eye contact whenever possible.
- Begin and end decisively.
- Move decisively or not at all. Maintain good posture.
- Take a slow deep breath or two before speaking.
- Organize your talk well, but don't be afraid to speak spontaneously if you become inspired.
- Dress comfortably and neatly, without distractions, and appropriate to your audience.
- Avoid ummms and ahhhhs. They distract your listeners.
Pauses are better and give your listeners time to think.
- Tell them. Tell them. Tell them. (Tell them what you will tell them; tell them; tell them what you have told them.)
- Relax!